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6/17/98

23 May 1958

Service Envelope Company
570 Piquette Avenue
Detroit 2, Michigan

Attention: Mr. F. Martin

Reference: Purchase Order No. XI-1195, Your Job No. 23145-6

Enclosure:

This is to confirm the verbal agreement per our telephone conversation of 21 May 1958 regarding envelopes furnished to this Agency under reference order.

As was outlined in our letter dated 23 March 1958, the 20,500 envelopes - item 2, Form No. 1138a - received on or about 30 January 1958, were not completely in accordance with the specifications of the order; the same applies to the 4,700 envelopes - item 1, Form No. 1138 - received on or about 20 April 1958. The main difficulty is in regards to the small window envelope which is not securely affixed to the larger envelope, and the variation in size thereof. However, in light of the explanation set forth in your letter of April 10th that the envelopes in question were special and due to the small quantity involved, it was necessary that they be handmade; therefore, it was impossible to maintain exact size and uniformity in the gluing of the small envelope.

In view of these circumstances, a further check was made, and it has been determined that the envelopes can be utilized with

Service Envelope Company, 530 Piquette Avenue, Detroit, Michigan

approximately 10 to 20% loss. Accordingly, the envelopes are being accepted with the following monetary adjustment:

A 10% reduction in the overall cost of the order and the amount thereof to be deducted from your invoice.

Very truly yours,


Chief, General Purchase Branch

Distributions:

- Orig. & 1 - Addressee
1 - Fiscal Div.
1 - Receiving
1 - 50-1195
1 - GFB file
1 - Records Mgt.

OL/PD/GFB:  b1c  (23 May 53)